CITY OF SALISBURY, NORTH CAROLINA

WATER AND SEWER FUND

STATEMENT OF REVENUES AND OTHER FINANCING SOURCES

For the Year Ending June 30, 2000 With Estimated Actual for the Year Ending June 30, 1999 and Actual for the Year Ended June 30, 1998

	1998	1999	2000	
	Actual	Estimate	Budget	
OPERATING REVENUES:				
Charges for services	\$ 11,545,385	\$ 12,157,981	\$ 12,772,226	
NONOPERATING REVENUES:				
Interest earned on investments	\$ 311,646	\$ 265,000	\$ 262,076	
Miscellaneous revenues	263,702	191,631	151,684	
Total nonoperating revenues	\$ 575,348	\$ 456,631	\$ 413,760	
OTHER FINANCING SOURCES:				
Fund balance appropriated	\$ -	\$ -	\$ 300,000	
Total revenues and other financing sources	\$ 12,120,733	\$ 12,614,612	\$ 13,485,986	

CITY OF SALISBURY

FY 1999-2000 BUDGET SUMMARY WATER AND SEWER FUND

		Actual		Budgeted	Requested	Mgr Recommends	Adopted
		FY 97-98		FY 98-99	FY 99-00	FY 99-00	FY 99-00
REVENUE	\$	12,120,733	\$	14,514,011	\$ 13,409,326	\$ 13,485,986	\$ 13,485,986
		Actual		Budgeted	Requested	Mgr Recommends	Adopted
EXPENSES		FY 97-98		FY 98-99	FY 99-00	FY 99-00	FY 99-00
UTILITIES MGT	Г & AD	MINISTRATIO	ON				
Personnel	\$	357,050	\$	531,579	\$ 587,368	\$ 587,368	\$ 587,368
Operations		3,483,131		1,877,193	1,944,184	1,987,346	1,987,346
Capital		<u>-</u>		6,822	 75,000	 75,000	 75,000
TOTAL	\$	3,840,181	\$	2,415,594	\$ 2,606,552	\$ 2,649,714	\$ 2,649,714
WATER RESOU	RCES						
Personnel	\$	1,116,456	\$	1,179,341	\$ 337,839	\$ 337,839	\$ 337,839
Operations		1,410,998		1,370,209	495,109	495,109	495,109
Capital		<u>-</u>		15,796	 	 _	
TOTAL	\$	2,527,454	\$	2,565,346	\$ 832,948	\$ 832,948	\$ 832,948
WATER & SEW	ER MA	INT. & CONS	T.				
Personnel	\$	1,057,389	\$	1,041,045	\$ 768,086	\$ 768,086	\$ 768,086
Operations		2,047,497		1,849,880	1,919,092	1,919,092	1,919,092
Capital		30,073		492,926	 501,500	 501,500	 501,500
TOTAL	\$	3,134,959	\$	3,383,851	\$ 3,188,678	\$ 3,188,678	\$ 3,188,678
TECHNICAL SE	RVICE	S					
Personnel	\$	-	\$	-	\$ 326,706	\$ 326,706	\$ 326,706
Operations		-		-	90,319	90,326	90,326
Capital		-		<u> </u>	 1,800	1,800	 1,800
TOTAL	\$		\$		\$ 418,825	\$ 418,832	\$ 418,832
WASTEWATER	TREAT	<u>rment</u>					
Personnel	\$	-	\$	-	\$ 592,011	\$ 592,011	\$ 592,011
Operations		-		-	915,521	915,521	915,521
Capital					 800	800	800
TOTAL	\$	-	\$	-	\$ 1,508,332	\$ 1,508,332	\$ 1,508,332
METER SERVIC	CES	 _		 _	 _		 _
Personnel	\$	-	\$	-	\$ 313,799	\$ 313,799	\$ 313,799
Operations		-		-	73,574	73,574	73,574
Capital		-			 5,800	5,800	 5,800
TOTAL	\$	-	\$	-	\$ 393,173	\$ 393,173	\$ 393,173
FACILITIES MA	AINTEN	VANCE					
Personnel	\$	408,687	\$	468,795	\$ 506,273	\$ 506,273	\$ 506,273
Operations		859,080		1,047,947	876,474	876,474	876,474
Capital		-		4,500		<u> </u>	-
TOTAL	\$	1,267,767	\$	1,521,242	\$ 1,382,747	\$ 1,382,747	\$ 1,382,747

		Actual FY 97-98	Budgeted FY 98-99	Requested FY 99-00	Mgr Recommends FY 99-00	Adopted FY 99-00
DEBT SERVICE						
Personnel	\$	-	\$ -	\$ -	\$ -	\$ -
Operations		1,360,365	3,563,799	3,111,562	3,111,562	3,111,562
Capital		-	-	-	-	-
TOTAL	\$	1,360,365	\$ 3,563,799	\$ 3,111,562	\$ 3,111,562	\$ 3,111,562
CAPITAL PROJEC	CTS					
Personnel	\$	-	\$ -	\$ -	\$ -	\$ -
Operations		-	-	-	-	-
Capital		-	1,064,179	-	-	-
TOTAL	\$	-	\$ 1,064,179	\$ -	\$ -	\$ -
GRAND TOTAL						
Personnel	\$	2,939,582	\$ 3,220,760	\$ 3,432,082	\$ 3,432,082	\$ 3,432,082
Operations		9,161,071	9,709,028	9,425,835	9,469,004	9,469,004
Capital		30,073	1,584,223	584,900	584,900	584,900
TOTALS	\$	12,130,726	\$ 14,514,011	\$ 13,442,817	\$ 13,485,986	\$ 13,485,986

To serve as the central management and administration source and engineering support for activities, operations, and projects related to the Water and Sewer Utility.

DEPARTMENTAL PERFORMANCE GOALS

- 1. Assist in cooperative effort with County to extend water and sewer to growth corridors.
- 2. Continue implementation of the 201 Sewer Facility Plan and major water capital improvement projects.
- 3. Conduct a feasibility study on the consolidation of the Town of Spencer utility system with the City of Salisbury.
- 4. Receive delegation of Permit Authority from DEHNR.
- 5. Maintain and update a GIS database of the utility system.
- 6. Maintain and update a system-wide hydraulic model.
- 7. Produce the plans and specifications of water and sewer extension projects.
- 8. Provide construction management for water and sewer extension projects.

BUDGET REQUEST SUMMARY

	Actual Budgeted		Requested		Mgr Recommends		Adopted	
		FY97-98	FY98-99	FY99-00		FY99-00		FY99-00
Personnel	\$	357,050	\$ 531,579	\$ 587,368	\$	587,368	\$	587,368
Operating		3,483,131	1,877,193	1,944,184		1,987,346		1,987,346
Capital			 6,822	 75,000		75,000		75,000
TOTAL	\$	3,840,181	\$ 2,415,594	\$ 2,606,552	\$	2,649,714	\$	2,649,714

D. 111 M. 1	Authorized	Authorized	Mgr Recommends	Adopted
Position Title	FY 97-98	FY 98-99	FY 99-00	FY 99-00
Administration (100)				
Utilities Director	1	1	1	1
Assistant Utilities Director	1	1	1	1
Productivity Analyst	1.5	1	1	1
Department Secretary	1	1	1	1
Senior Office Assistant	1	1	0^{1}	0^{1}
Safety Specialist	1	1	0^2	0^2
Utilities Engineering (800)				
Utilities Engineering Manager	0	0	1	1
Utilities Engineer I/II/III	1	1	1	1
Senior Office Assistant	0	0	1^1	11
Engineering Technician I/II/III	1	1	2^3	2^3
Utilities Inspection/Location Specialist	0	0	2^3	2^3
Co-Op (Temp/Full-Time)	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
TOTAL	8.5	8	12	12

¹ Transferred between cost centers

² Transferred to General Fund

³ Transferred from Utilities Maintenance and Construction

	Requested FY 99-00		C	Recommends Y 99-00	Adopted FY 99-00	
Utility Administration (100)						
Mail Inserting System	\$	75,000	\$	75,000	\$	75,000

To provide the City's water utility customers with a sufficient supply of high quality potable water that meets all regulation standards for purity, taste, appearance, and flow adequacy at a reasonable cost to the consumer.

DEPARTMENTAL PERFORMANCE GOALS

- 1. Continue the evaluation of expanding the treatment capacity of the Water Plant from 12 MGD to 18 MGD.
- 2. Adjust operational process measures to meet new SDWA Regulations.
- 3. Comply with new EPA Clean Air Act regulations concerning chlorine safety.
- 4. Prepare and distribute the Consumer Confidence Report to customers on water quality and explain the requirements to the general public.
- 5. Continue the public education program outreach to schools and civic organizations.

BUDGET REQUEST SUMMARY

	Actual FY97-98	Budgeted FY98-99	Requested FY99-00	Mg	gr Recommends FY99-00	Adopted FY99-00
Personnel Operating Capital	\$ 1,116,456 1,410,998	\$ 1,179,341 1,370,209 15,796	\$ 337,839 495,109	\$	337,839 495,109	\$ 337,839 495,109
TOTAL	\$ 2,527,454	\$ 2,565,346	\$ 832,948	\$	832,948	\$ 832,948

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	Authorized	Authorized	Mgr Recommends	Adopted
Position Title	FY 97-98	FY 98-99	FY 99-00	FY 99-00
Administration (100)				
Water Resources Manager	1	1	0_1	0^{1}
Senior Office Assistant	.5 ²	.5 ²	0^{1}	\mathbf{O}^1
Water Treatment Plant (811)				
Water Plant Supervisor	1	1	1	1
Senior Plant Operator	1	1	1	1
Senior Office Assistant	0	0	.5 ^{1,2}	.5 ^{1,2}
Water Resources Manager	0	0	1^1	1^1
Water Plant Operator I/II	4	4	4	4
Laboratory Analyst	0	0	1^3	13
Technical Services (900)				
Technical Services Manager	1	1	O^3	O_3
Laboratory Supervisor	1	1	\mathbf{O}^3	O_3
Regulatory Compliance Technician	1	1	\mathbf{O}^3	0^3
Laboratory Analyst	5	5	\mathbf{O}_3	0^3
Industrial Pretreatment Coordinator	1	1	O_3	O_3
Town Creek WWTP (901)				
Wastewater Treatment Supervisor	$.5^{3}$	$.5^{3}$	\mathbf{O}^4	\mathbf{O}^4
Wastewater Plant Operator	5	5	\mathbf{O}^4	\mathbf{O}^4
Grant Creek WWTP (902)				
Wastewater Treatment Supervisor	$.5^{3}$.5 ³	\mathbf{O}^4	0^4
Wastewater Plant Operator	5	5	\mathbf{O}^4	O^4
Residuals Management (903)				
Residuals Management Supervisor	1	1	\mathbf{O}^4	\mathbf{O}^4
Residuals Operator	<u>4</u>	<u>4</u>	0^4	0^4
TOTAL	32.5	32.5	8.5	8.5

¹ Transferred between divisions
² Split with Facilities Maintenance
³ One position transferred to Water Treatment Plant, four positions to Technical Services Department
⁴ Transferred to Wastewater Treatment

To provide the City's Water/Sewer Utility with an effective, efficient system for the distribution of potable water and the collection of waste through an equally effective, efficient sewer system.

DEPARTMENTAL PERFORMANCE GOALS

- 1. Implement an inflow and infiltration preventive maintenance program.
- 2. Implement a water main flushing program.
- 3. Clean and TV inspect sewer lines on a systematic schedule.
- 4. Implement inspection and enforcement program for the cross-connection and backflow prevention ordinance.

PERFORMANCE MEASURES

	FY93-94	FY94-95	FY95-96	FY96-97	FY97-98
Change out or add 5/8" thru 1" water meters	387	386	497	716	995
Change out or add 1-1/2" & 2" water meters	7	4	7	24	24
Change out or add 3" or larger water meters	3	2	2	3	4
Install check valves on existing water services	516	531	499	635	712
Install water taps	324	255	328	380	358
Replace/install fire hydrants	26	25	19	18	11
Replace water valves	34	46	29	46	30
Clean and TV inspect sewer lines - feet	409,000	291,500	237,500	281,000	260,000
Install sewer taps	84	154	182	107	176

BUDGET REQUEST SUMMARY

	Actual Budgeted		Requested		Mgr Recommends		Adopted	
		FY97-98	FY98-99	FY99-00		FY99-00		FY99-00
Personnel	\$	1,057,389	\$ 1,041,045	\$ 768,086	\$	768,086	\$	768,086
Operating		2,047,497	1,849,880	1,919,092		1,919,092		1,919,092
Capital		30,073	 492,926	 501,500		501,500		501,500
TOTAL	\$	3,134,959	\$ 3,383,851	\$ 3,188,678	\$	3,188,678	\$	3,188,678

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Position Title	Authorized FY 97-98	Authorized FY 98-99	Mgr Recommends FY 99-00	Adopted FY 99-00
Administration (100)	11 97-90	1 1 90-99	11 99-00	1 1 99-00
Utility Maintenance Manager	1	1	1	1
Utility Inspection/Location Specialist	1	1	0^{1}	0^{1}
Senior Office Assistant	1	1	2^2	2^2
Inventory Control Specialist	1	1	1	1
Maintenance Scheduler	0	0	1^{3}	1^3
Office Assistant (Perm/Part-Time)	1	1	0^{2}	0^{2}
Distribution Maint. and Const. (850)	1	1	Ü	O .
Utilities Maintenance Supervisor	1	1	1	1
Utilities Maintenance Technician	1	1	3^{3}	3^{3}
Seasonal Workers (Temp/Full-Time)	0	0	2^3	2^3
New Water/Sewer Connections (851)	O	Ü	2	2
Utilities Maintenance Supervisor	1	1	1	1
Utilities Maintenance Technician	2	2	2	2
Meter Maintenance (852)	2	2	2	2
Meter Maintenance Supervisor	1	1	0^4	0^4
Meter Mechanic Meter Mechanic	2	2	0^4	0^4
	2	2	U	U
Water/Sewer Service Replacement (853)	1	1	1	1
Utilities Maintenance Supervisor Utilities Maintenance Technician	1	1	1	1
	2	2	2	2
Preventive Maintenance (854)	1	1	1	1
Utilities Maintenance Supervisor	1	1	1	1
Utilities Maintenance Technician	3	3	3	3
Meter Reading (855)		4	0.5	05
Meter Services Manager	1	1	0^{5}	0^{5}
Meter Reading Supervisor	1	1	0^{5}	0^{5}
Meter Reader	4	4	0^5	0^5
Collection Maint. and Construction (856)				
Utilities Maintenance Supervisor	1	1	1	1
Utilities Maintenance Technician	4	4	4	4
Utility Maintenance Supervisor	2	2	0^{6}	0^6
Water Valves (858)			_	_
Equipment Operator I/II	1	1	0^{7}	0^{7}
Utilities Maintenance Technician	1	1	0^3	0^3
Fire Hydrants (859)				
Utility Maintenance Supervisor	1	1	0^3	0^3
Utilities Maintenance Technician	2	2	0^3	0^3
Seasonal Worker (Temp/Full-Time)	<u>2</u>	<u>2</u>	0^3	0^3
TOTAL	40	40	26	26
 ¹ Transferred to Administration - Engineering ² Part-time position to full-time ³ Transferred between cost centers/reclassified ⁴ Transferred to Meter Services - Meter Mainte ⁵ Transferred to Meter Services - Meter Readin ⁶ Transferred to Administration - Engineering ⁷ Transferred to Meter Services - Meter Readin 	enance ng and reclassifie	d Fied		
Transferred to Miciel Services - Miciel Readil	ng and ittiassi	iicu		

	Requested FY 99-00		Mgr Recommends FY 99-00		Adopted FY 99-00	
Preventive Maintenance (854)						
Smoke Machine	\$	1,500	\$	1,500	\$	1,500
Water & Sewer Extensions (857)						
Water Line Extension		250,000		250,000		250,000
Sewer Line Extension		250,000		250,000		250,000
Total Capital Outlay	\$	501,500	\$	501,500	\$	501,500

To operate the City's regional wastewater analysis laboratory and implement the City's industrial pretreatment program.

DEPARTMENTAL PERFORMANCE GOALS

- 1. Improve the protection of the wastewater treatment plants from harmful sewer discharges.
- 2. Investigate and determine sources of harmful discharges.
- 3. Promote and provide advice about greasetraps to commercial entities.

BUDGET REQUEST SUMMARY

	Actual FY97-98	Budgeted FY98-99	Requested FY99-00	Mgı	r Recommends FY99-00	Adopted FY99-00
Personnel Operating Capital	\$ - - -	\$ - - -	\$ 326,706 90,319 1,800	\$	326,706 90,326 1,800	\$ 326,706 90,326 1,800
TOTAL	\$ -	\$ -	\$ 418,825	\$	418,832	\$ 418,832

PERSONNEL DETAIL

Position Title Technical Services Manager	Authorized FY 97-98	Authorized FY 98-99	Mgr Recommends FY 99-00	Adopted FY 99-00
Laboratory Supervisor	0	0	1 ¹	1 ¹
Regulatory Compliance Technician	0	0	1 ¹	1 ¹
Laboratory Analyst	0	0	4 ¹	4 ¹
Industrial Pretreatment Coordinator	0	0	1^1	1^1
Senior Office Assistant	0	0	<u>.5²</u>	<u>.5²</u>
TOTAL	0	0	8.5	8.5

¹ Transferred from Water Resources – Technical Services

	F	Requested	Mgr Re	ecommends	A	dopted
]	FY 99-00	FY	99-00	F	Y 99-00
Ion Meter	\$	1,800	\$	1,800	\$	1,800

² Split with Wastewater Treatment – Administration

To provide the City's utility customers with a system capable of treating domestic and industrial waste generated by its utility customers using methods that satisfy the standards and requirements of various regulatory agencies.

DEPARTMENTAL PERFORMANCE GOALS

- 1. Process water discharge which complies with all environmental regulations.
- 2. Investigate alternatives for biosolid processing and thickening.
- 3. Continue application of residual solids on approved acreage.

BUDGET REQUEST SUMMARY

	Actual FY97-98	Budgeted FY98-99	Requested FY99-00	Mg	gr Recommends FY99-00	Adopted FY99-00
Personnel Operating	\$ -	\$ 	\$ 592,011 915,521	\$	592,011 915,521	\$ 592,011 915,521
Capital TOTAL	\$ <u>-</u> -	\$ 	\$ 1,508,332	\$	1,508,332	\$ 1,508,332

	PERSONNEL D	ETAIL		
	Authorized	Authorized	Mgr Recommends	Adopted
Position Title	FY 97-98	FY 98-99	FY 99-00	FY 99-00
Administration (100)				
Wastewater Treatment Manager	0	0	1 ¹	1^1
Senior Office Assistant	0	0	.5 ²	.5 ²
Town Creek WWTP (901)				
Wastewater Plant Operator	0	0	5 ¹	5 ¹
Grant Creek WWTP (902)				
Wastewater Plant Operator	0	0	5 ¹	5 ¹
Residuals Management (903)				
Residuals Management Supervisor	0	0	1 ¹	11
Residuals Operator	<u>0</u>	<u>0</u>	41	41
TOTAL	0	0	16.5	16.5

¹ Transferred from Water Resources Department

		<i>11</i> 1 1				
		Requested Mgr Recommends FY 99-00 FY 99-00		Adopted FY 99-00		
	ГІ	99-00	ГІ	99-00	ГІ	99-00
Residuals Management (903)						
Pallet Jack	\$	800	\$	800	\$	800

² Split with Technical Services Department

To maintain, test, and read utility meters.

DEPARTMENTAL PERFORMANCE GOALS

- 1. Complete readings of all meters in a timely manner each month for billing purposes.
- 2. Test and verify the accuracy of large commercial meters on an annual basis.
- 3. Respond to customer concerns regarding high bills or problems with meters quickly and professionally.

BUDGET REQUEST SUMMARY

		Actual FY97-98	Budgeted FY98-99	Requested FY99-00	Mg	gr Recommends FY99-00	Adopted FY99-00
Personnel Operating	\$	-	\$ -	\$ 313,799 73,574	\$	313,799 73,574	\$ 313,799 73,574
Capital	_		 	 5,800		5,800	 5,800
TOTAL	\$	-	\$ -	\$ 393,173	\$	393,173	\$ 393,173

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	Authorized	Authorized	Mgr Recommends	Adopted
Position Title	FY 97-98	FY 98-99	FY 99-00	FY 99-00
Meter Maintenance (852)				
Meter Maintenance Supervisor	0	0	1^1	1^1
Meter Mechanic	0	0	2^1	2^1
Meter Reading (855)				
Meter Services Manager	0	0	1^1	1^1
Meter Reading Supervisor	0	0	1^1	1^1
Meter Reader	<u>0</u>	<u>0</u>	<u>5</u> 1	<u>5</u> ¹
TOTAL	0	0	10	10

¹ Transferred from Utilities Maintenance and Construction

	Requested FY 99-00		_	ecommends 7 99-00	Adopted FY 99-00	
Meter Maintenance (852)						
Portable Radios Meter Reading (855)	\$	2,800	\$	2,800	\$	2,800
Portable Radios		3,000		3,000		3,000
Total Capital Outlay	\$	5,800	\$	5,800	\$	5,800

To maintain the process equipment for the Utility's water and wastewater facilities and oversee the maintenance of the buildings and grounds of the treatment plants.

DEPARTMENTAL PERFORMANCE GOALS

- 1. Continue to improve reliability of all lift stations in the Rockwell and Granite Quarry sewer systems.
- 2. Work with Water/Sewer Division to identify leaks to correct infiltration problems and reduce spills.
- 3. Keep the plant process running efficiently by maintaining the treatment plant equipment.
- 4. Work with the plant personnel, engineers, and contractors in the renovation of the Water Plant.

BUDGET REQUEST SUMMARY

	Actual	Budgeted		Requested		Mgr Recommends		Adopted	
	FY97-98		FY98-99	FY99-00		FY99-00		FY99-00	
Personnel	\$ 408,687	\$	468,795	\$ 506,273	\$	506,273	\$	506,273	
Operating	859,080		1,047,947	876,474		876,474		876,474	
Capital	 	_	4,500						
TOTAL	\$ 1,267,767	\$	1,521,242	\$ 1,382,747	\$	1,382,747	\$	1,382,747	

PERSONNEL DETAIL

•	Authorized	Authorized	Mgr Recommends	Adopted
Position Title	FY 97-98	FY 98-99	FY 99-00	FY 99-00
Administration (000)				
Plants Maintenance Manager	1	1	1	1
Senior Office Assistant	.5 ¹	.5 ¹	.5 ¹	.5 ¹
F.M. Raw Water Supply (810)				
Plants Maintenance Technician	1	1	1	1
F.M. Water Treatment Plant (811)				
Plants Maintenance Technician	2	2	2	2
F.M. Water Maintenance (850)				
Plants Maintenance Supervisor	1	1	1	1
F.M. Sewer Maintenance (856)				
Plants Maintenance Technician	2	2	2	2
F.M. Town Creek WWTP (901)				
Plants Maintenance Supervisor	1	1	1	1
Plants Maintenance Technician	1	1	1	1
F.M. Grant Creek WWTP (902)				
Plants Maintenance Supervisor	1	1	1	1
Plants Maintenance Technician	2	2	2	2

TOTAL

F.M. Residuals Management (903)
Plants Maintenance Technician

13.5

13.5

¹ Split with Water Resources

To provide for principal and interest payments on outstanding Water and Sewer Fund debt.

BUDGET REQUEST SUMMARY

	Actual FY97-98	Budgeted FY98-99		Requested FY99-00		r Recommends FY99-00	Adopted FY99-00		
Personnel Operating Capital	\$ 1,360,365	\$ 3,563,799	\$	3,111,562	\$	3,111,562	\$	3,111,562	
TOTAL	\$ 1,360,365	\$ 3,563,799	\$	3,111,562	\$	3,111,562	\$	3,111,562	

DEPARTMENT - Capital Projects

BUDGET REQUEST SUMMARY

	Actual FY97-98	Budgeted FY98-99	Requested FY99-00	Mgı	r Recommends FY99-00	Adopted FY99-00
Personnel	\$ -	\$ -	\$ -	\$	-	\$ -
Operating	-	-	-		-	-
Capital	 	 1,064,179	 		_	
TOTAL	\$ -	\$ 1,064,179	\$ -	\$	-	\$ -

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